

City of Chattanooga, TN
Personnel Class Specification
CLASS CODE 0747

FLSA: Non-Exempt

CLASSIFICATION TITLE: SUPPLY SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/clerical work functions associated with maintaining inventory levels of departmental tools, supplies, and equipment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Supervises inventory control of department tools, supplies, equipment, and related materials.

Maintains computerized records of inventory activities; performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered data; makes corrections as appropriate; utilizes word processing, inventory control, database, or other software programs.

Organizes inventory of tools and supplies to facilitate identification and location of stock items.

Oversees distribution of tools, supplies, and materials from inventory to employees.

Monitors inventory levels to ensure adequate quantities.

Initiates orders for new or replacement items; notifies divisions upon receipt of requested items.

Conducts periodic physical inventories of materials in stock.

Receives incoming packages and deliveries; inspects deliveries to verify receipt of correct materials and of entire order.

Processes shipment of return orders or damaged items.

Secures building and premises.

Coordinates repair of tools and equipment; reports maintenance/repair problems.

Operates a variety of machinery, equipment, and tools associated with department activities, which may include a utility vehicle, forklift, computer, copy machine, and calculator.

Transports, loads and unloads equipment and materials.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Ensures adherence to established safety procedures; utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals.

Prepares or completes various forms, reports, correspondence, purchase requests, performance appraisals, or other documents.

Receives various forms, reports, correspondence, invoices, catalogs, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, vendors/suppliers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving inventory control and personal computer operations; or any equivalent combination of education, training, and experience

which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, machinery, or traffic hazards

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.